



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA
INDIAN HEALTH SERVICE



For applicants applying under the provision of the Excepted Service Examining Plan, Consideration for the position is limited to applicants entitled to Veterans Preference. If there are less than three veterans available, non-preference eligibles may be considered.

We will not accept fax or e-mail applications.

Applications mailed using government postage or through an internal government mail system will not be considered.

VACANCY ANNOUNCEMENT

NAO-08-51

OPENING DATE

September 26, 2008

CLOSING DATE

October 09, 2008

POSITION

SECURITY GUARD

LOCATION AND DUTY STATION

SHIPROCK SERVICE UNIT
Northern Navajo Medical Center
Facilities Management Branch
Shiprock, New Mexico

GRADE/SALARY

GS-0085-03, \$23,667 - \$30,767 PER ANNUM
GS-0085-04, \$26,569 - \$34,545 PER ANNUM

NUMBER OF VACANCIES: Four (4) Vacancies (7614-01, 03, 05, 08)

APPOINTMENT

● PERMANENT

WORK SCHEDULE

● FULL-TIME

AREA OF CONSIDERATION

● NAVAJO AREA WIDE

PROMOTIONAL POTENTIAL

● YES, TO GRADE 04

SUPERVISORY/MANAGERIAL

● PRIVATE HOUSING ONLY

HOUSING

● NO EXPENSES PAID

TRAVEL/MOVING

● NO

DUTIES: Incumbent is responsible for protective services in guarding government buildings, property and safeguarding occupants, patients and visitors in and around the Hospital and the federal housing area. Control personnel access by monitoring the identification of individuals entering controlled areas. Patrol prescribed areas on an installation (by vehicle, bicycle or foot) to check alarms, locks, fences, gates and other barriers to assure they are closed and locked or open and unlocked, patrol installation perimeters to detect faculty fences and detecting equipment, trespassing violations, and attempted thefts of federal or personal property. Patrol the hospital, out buildings, and surrounding grounds to prevent theft or damage to federal property, equipment, tools, supplies and other real or personal property. Pursue and detain persons fleeing a disturbance/incident or attempting to resist detainment; subdue individuals causing disturbances, such as, in family disputes at the worksite or at government quarters; identify and detain violators based upon eyewitness accounts. Perform coordinator duties involving passing of directions and information to medical personnel or law enforcement officials. Receive and respond to calls concerning reports of violations or complaints. Perform traffic duties when required such as directing, enforcing speed limits, controlling movement, pedestrians, observe and report any violations. Prepare a variety of reports for documenting incidents and occurrences. As a condition of employment, incumbent must possess and maintain a valid state driver's license to operate a government owned or leased motor vehicle in the performance of regular and recurring duties of this position. Incumbent is subject to work evenings, weekends, rotating shifts and holidays. In the event of an emergency situation (e.g., inclement weather, disaster coverage, etc.), employee may be required to report for duty outside of scheduled shift. This position is covered under the Indian Child Protection Act and is hereby designated an authorized child care position subject to P.L. 101-630 and P.L. 101-647. Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

BASIC QUALIFICATIONS: GS-03 Candidates must have had 6 months general experience or 1 year above high school; GS-04 Candidates must have had 6 months general experience and 6 months of specialized experience or two years above high school to qualify.

GENERAL EXPERIENCE: Experience such as administrative, technical, clerical, military, or other work that involved following written procedures, rules, or regulations in contacts with coworkers, supervisors, or members of the public to provide a service, respond to inquiries, or obtain information.

THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT

SPECIALIZED EXPERIENCE: Experience such as work with a federal, state, municipal, local, or private protective organization that involved the protection of property against such hazards as fire, theft, damage, accident, or trespass, or maintaining order and protecting life. Such experience must have provided knowledge of protective systems and techniques. Acceptable experience includes service in the Armed Services or Coast Guard that involved the performance of guard duties on a regular or intermittent basis. For Security Guard positions in a hospital setting, experience as a psychiatric nursing assistant or similar position safeguarding patients is qualifying. **OR**

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: Education: Successfully completed study at an accredited college or university in any subject is fully qualifying.

Training: Successful completion of training in an accredited technical school that covered subjects such as physical security procedures, local law, or investigative techniques is considered qualifying for specialized experience at the GS-4 level on a month-for-month basis.

If you are using education/training for qualification, you must submit an official college transcript, diploma, license, or other appropriate proof of educational attainment by the closing date of the vacancy announcement.

CONDITIONS OF EMPLOYMENT: Immunization requirements- All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunization will be provided free of charge. Special consideration may be allowed to individuals, who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position that requires regular work at a Service Unit.

SELECTIVE PLACEMENT FACTOR: NONE

OTHER SIGNIFICANT FACTS: Incumbent is subject to work evenings, weekends, rotating shifts and holidays. In the event of an emergency situation (e.g., inclement weather, disaster coverage, etc.), employee may be required to report for duty outside of scheduled shift. Incumbent must possess and maintain a valid state driver's license to operate a government owned or leased motor vehicle in the performance of regular and recurring duties of this position. This position is covered under the Indian Child Protection Act and is hereby designated an authorized child care position subject to P.L. 101-630 and P.L. 101-647.

MEDICAL REQUIREMENTS: The duties of these positions require moderate to arduous physical exertion and/or duties of a hazardous nature. The following medical requirements apply to all applicants: good near and distant vision, ability to distinguish basic colors, and ability to hear the conversational voice.

PHYSICAL DEMANDS: Work requires regular and recurring physical exertion such as long periods of standing, walking, driving, bending, stooping, reaching, crawling, and similar activities. May require occasional strenuous physical exertion such as frequent lifting of heavy objects over 50 pounds, crouching or crawling in restrictive areas during search or pursuit activities, or defending oneself or others from physical attacks.

TIME-IN-GRADE REQUIREMENTS: Candidates applying under the provisions of the Excepted Service Examining Plan may be appointed without regard to time in-grade requirements. Candidates applying under the provisions of the Merit Promotion Plan may be advanced to grade GS-4 if:

1. The position is no more than two grades above the lowest grade level he/she held within the proceeding year under non-temporary appointment; or
2. He/she met the above restriction for advancement to the grade of the position to be filled, at any time in the past; or
3. He/she previously held a position at or above the grade level of the position to be filled, at any time under any type of appointment.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

NOTE: Refer to OPM Handbook Qualification Standards Operating Manual or the IHS Excepted Service Qualification Standards, Series GS-0085 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information contact your Servicing Human Resources Office.

WHO MAY APPLY: **Merit Promotion Plan (MPP) Candidates:** Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Examining Plan. These candidates **MUST** indicate on their resume or application, whether their resume or application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP). If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another community area.

OR

- B. Former Military Reserve or National Guard Technician who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisal, Training, Letters of Commendation, Self-Development, Awards and Outside Activities that are related to the position. To receive full credit for your qualifications, provide a narrative statement that fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. **ABILITY TO MAKE DECISIONS INDEPENDENTLY.**
2. **ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS**
3. **ABILITY TO EFFECTIVELY COMMUNICATE ORALLY AND IN WRITING.**

(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS).

HOW & WHERE TO APPLY: All applicants, must submit one of the following to the Navajo Area Indian Health Service, Division of Human Resources, P.O. Box 9020, Window Rock, Arizona 86515, **BY CLOSE OF BUSINESS ON THE CLOSING DATE:**

1. OF-612, Optional Application for Federal Employment; OR
2. **Resume; OR
4. **Any other written application format;

PLUS:

- BIA Form 4432, if applicable
- OF-306, Declaration for Federal Employment
- Addendum for Child Care & Indian Child Care Work position form.
- Any other necessary documentation pertinent to the position. (Official Transcript of college courses; copy of your most recent performance appraisal)

NOTE: "Declaration for Federal Employment" (OF-306) AND Addendum to OF-306 (Child Care & Indian Child Care Worker Position), BOTH forms, must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding yes to any one of these two questions can make you ineligible for employment in this position. *If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.*

A copy of an Official Bureau of Indian Affairs Preference Certificate, BIA Form 4432, signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but MUST state that such documentation is contained in their Official Personnel Folder.

VETERANS: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years of more of continuous active service may apply.

****INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. **SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veteran's Preference Certificate – DD-214, indicating Discharge and/or SF-15 – if claiming 10-points. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles;
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior employee;
7. Highest Federal civilian grade held (give series and dates held);
8. High school – Name, City, State (zip code if known), and date of Diploma or GED;
9. Colleges and Universities – Name, City, State (zip code if known), Majors, Type and Year of any Degrees received (if no Degree shows Total semester or Quarter Hours earned). (Attach Transcripts);
10. Work Experience (paid and nonpaid) – Job, title, duties and accomplishments, Employer's Name and Address, Supervisor's Name and phone number, starting and ending dates (month/year), hours/week, and salary.
11. Indicate if we may contact your current Supervisor.
12. Job-related Training courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

NOTE: Applicants who do not submit the information requested above will be given credit only for the information they provide and may not, therefore, receive full credit for their Veteran's Preference determination, Education, Training and/or Experience.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION

WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.

FOR MORE INFORMATION CONTACT: Geraldine Thompson, Human Resource Specialist, (928) 871-1368

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

/s/ Geraldine Thompson

September 26, 2008

HUMAN RESOURCES CLEARANCE

DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER NAO-08-51. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED.

SUPPLEMENTAL QUESTIONNAIRE
Security Guard, GS-0085-3/4

1. **ABILITY TO MAKE DECISIONS INDEPENDENTLY.** The person in this position must have the knowledge of protective services in guarding government buildings and property, safeguarding occupants, visitors and patients in and around the hospital in order to make independent decisions regarding situations as they occur. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

2. **ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS.** The person in this position must be able to meet and deal with officials, visitors, employees and patients under pressure and stressful conditions. This includes the ability to deal with irate individuals in a tactful, diplomatic and skillful manner. Also, admonishing unruly visitors, restraining mentally disturbed patients, etc. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

3. **ABILITY TO EFFECTIVELY COMMUNICATE ORALLY AND IN WRITING.** This is the ability to effectively communicate orally to convey or obtain information in a clear, concise and courteous manner with a variety of individuals, i.e., irate individuals, unruly visitors and mentally disturbed patients. This includes the ability write clear, concise, and accurate reports. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

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CERTIFICATION

I, CERTIFY THAT ALL OF THE STATEMENTS MADE IN THE ABOVE QUESTIONNAIRE ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND ARE MADE IN GOOD FAITH.

SIGNATURE OF APPLICANT

DATE